

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
DUTY STATEMENT**

ORGANIZATION: Human Resources Division
UNIT: Office of Personnel Services

CLASSIFICATION: Senior Personnel Specialist
Position Control Unit

Under the general direction of the Personnel Supervisor II, in a customer service focused team environment, the incumbent is independently responsible for the position control program within their assigned team.

Typical duties include the following:

- 40% Reviews hiring documents to determine action to be taken to establish or change a position; prepare and maintain Std 607's as appropriate; prepare and/or update position cards as necessary; communicate and coordinate all activity with appropriate Personnel Specialist (PS).
- 15% Develops and maintains a system to track 607 documents; and follow up with the Department's Budget Office and the State Controller's Office (SCO).
- 15% Evaluates, reviews, and reconciles monthly periodic position reports and roster listings with PS to ensure documents are accurate and submitted to control agencies as appropriate; identifies potential problems associated with position control and works with appropriate staff to make necessary corrections.
- 10% Evaluates, maintains, and processes the annual Payroll Header Report (Std 407), Section 41 Position Report (Government Code 12439), assists Budget staff in the fiscal year and Schedule 8 reconciliation and budget revisions (Schedule 2/May revise).
- 10% Performs independent research and evaluates data to prepare correspondence pertaining to position control. Develops and maintains effective communications and working relationships with team members, Programs, Budget Office, Management, and appropriate control agencies, (e.g. SCO, Department of Finance, etc).
- 5% Develops position control procedures and methods to ensure a smooth work flow between team members. Provides training to team members, Programs and Management, as needed.
- 5% Other duties as deemed necessary for an effective, efficient customer service oriented unit.

Sr. Personnel Specialist

Personnel Supervisor II

Date

Date